

8 July 1959

MEMORANDUM FOR: Chief, Control Branch

SUBJECT : Processing Section Organization

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1. Control Branch
Processing Section
Control Unit
Typing Unit
Distribution Unit
Senior Distributor
Senior Distributor



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2. [redacted] are senior distributors; they are neither section nor unit chiefs, but their authority as supervisors remains unchanged.

3. Fitness reports will be made out as follows:

- a. For Control Unit, by the Unit Chief with the Section Chief as reviewing authority and initialed by the Branch Chief.
- b. For Typing, by the Unit Chief with same review.
- c. For Distribution, by the Unit Chief jointly with the appropriate Senior Distributor and with the same review.
- d. For the Senior Distributors, by the Unit Chief with same review.
- e. For the Unit Chiefs, by the Section Chief with the Branch Chief as the reviewing authority.

4. Concept of the working supervisor and the non-working supervisor.

- a. All Processing Section supervisors are working supervisors; i.e., directly participating in the daily routine of productive work, not just supervising it.
- b. Those who have more people and jobs to supervise should regularly work at each job to keep thoroughly familiar with each function.
- c. The work hours listed under "Chief's Office" in the monthly report will include only those of the section chief and such additional hours as may be required for clerical assistance.

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[redacted]
Chief, Processing Section

Distribution:

Orig. and 1 - Addressee

1 - Chief, Document Division